

LIBRARY POLICY

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PURPOSE

The primary purpose of this document is to describe the library management functions and Policies

OBJECTIVE

The objective of this document for the smooth and systematic functioning of Library

1. As per the LEAD strategic and operation plan, develop, procure, and maintain adequate library resources for smooth operation as per LEAD College of Management strategic plan.
2. To provide a learning environment conducive to academic needs along with regular updating of learning resources and materials.
3. To orient the graduate students, faculty, and staff about the usage of library resources, facilities, and technology in Library.

MISSION

LEAD College of Management library's mission is to support and enhance the educational mission of the College by:

- Providing essential educational support to the College community, through its collection of books, Journals, Magazines, e-resources, CDs/DVDs, databases, multimedia & Internet, and other resources.
- Updating the LRC collections with latest resources to enhance and support the curriculum and student's learning process.
- Incorporating new technologies in services to help students, Faculty, and staff to discover, create and disseminate knowledge.
- Supporting faculty research and development activities.
- To disseminate relevant, required offline and online and updated information to all users.

LIBRARY RESOURCES

Resource Type	Academic Year
Books	6968
Journals	24
Magazines	5
e-Databases	1
Association Memberships	16
CDs/DVDs	
Number of Computers	04
E consortium	01

PROCEDURE:

COLLECTION DEVELOPMENT POLICY

The Library Collection development and acquisition will be primarily based on the curriculum requirements of the offered Programs. The print collection will be substantially expanded and electronic resources will be added.

The Librarians will coordinate with the Dean and the Faculty under the visionary guidance of Director to develop an adequate library collection to support the instructional needs of the Programs.

ACQUISITION POLICY

The library acquires print materials (books, journals, Magazines, etc.), audio-visuals materials and other electronic resources. The library acknowledges the continuous change and evolving process of information technologies and is open to new formats that support the mission of the library / college.

REPLACEMENT OF LIBRARY MATERIALS

Library staff periodically reviews and identify the missing, lost, damaged or worn-out items for replacement and as per the suggestions from the Director.

Additional considerations include: Is there an ongoing demand for the item? What is the use? Is the item available for purchase? What is the cost?

DONATION\GIFT POLICY

LEAD library has its own donation and gift books policy. The Library welcomes gifts of books, journals, and items in other formats. Gifts are generally expected to supplement existing collections in support of the LEAD teaching and research programs, or to provide the Library with a core of material in which there is a scholarly interest. To be accepted, all gifts must fall within the guidelines of the Library's collection development policy.

CLASSIFICATION AND CATALOGUING